

# British Universities Life Saving Clubs' Association

## Grant Application Form

18<sup>th</sup> September 2008  
British Universities Life Saving Clubs' Association  
Alan Sutherland





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## 1. Introduction

The aim of the BULSCA grant Programme is:

- To provide more resources for new and developing clubs;
- To allow promotional material to be developed to help better advertise University Lifesaving to students;
- To allow clubs to buy expensive equipment needed for training.

This form has been designed to take you step-by-step through the application process and to provide the BULSCA Committee with all the information they require to come to a decision.

## 2. Project Aims and Objectives

The project must have a clear aim that will benefit the people within the club, or those in the surrounding community. The aims below are a short list of types of projects that could be funded, but it is not a complete list:

- Projects which allow clubs to buy equipment needed to educate members in lifesaving or lifesaving sport, that they may not be normally able to afford;
- Projects which promote University Lifesaving, Lifesaving and Lifesaving Sport to students;
- Projects which aim to setup a new University Lifesaving club at a university that does not have a club;
- Projects which will aid the surrounding community by promoting lifesaving or running a lifesaving course;
- Projects which help struggling clubs to function.

## 3. Who Can Apply?

Any University Lifesaving Club or individual member of BULSCA can apply for a grant. The project needs to fall within the guidelines and aims previously stated. No grant will fund the following:

- Commercial companies;
- Funding for research;
- Deficit funding/repayment of loans;
- Projects that do not take place within one year;
- Ongoing running costs;
- Outings, general entertainment or holidays.

## 4. Application Process

Before completing the application form, it may be useful to read through this document at least once to ensure you have an idea of what information you are required to provide.



Upon receiving your application BULSCA will send confirmation either via letter or e-mail, to inform you of receipt of your application. The application will then be distributed to all BULSCA Committee members for review and discussion.

All applications are treated on a first come, first serve basis. Any application requiring funding over the University break or at the start of the next academic year shall be submitted 1 month before the BULSCA Annual General Meeting – this is being held on 2<sup>nd</sup> May 2009.

## **5. How will the BULSCA Committee make a decision?**

The BULSCA Committee shall review every application on receipt of it. Each application will be checked to ensure it falls within the aims and objectives of the grant. The BULSCA Committee shall discuss a number of issues over a 2-3 week period concerning each application. Some of the considerations include:

- Does the application fall within the aims and objectives of the grants programme?
- What difference will the grant make to these aims and objectives?
- Are the aims of the application feasible?
- Has enough information been provided and is it sufficient, relevant and reliable?
- What financial procedures are in place to handle the grant?
- Is the request realistic?
- How necessary is the grant to getting the project started and completed successfully?
- Does BULSCA have enough funds at present to fully or partially fund the project?

When writing the application, it is important to consider the questions above.

## **6. How will I know if I have been successful?**

Once the BULSCA Committee has reached a decision all applicants shall be informed in writing on the outcome within one week of the decision.

If the application has been successful, you will be informed of the size of the grant and the terms and conditions of it. Once these have been signed and returned to BULSCA, the grant will be issued to you as a cheque.

If the application was not successful, you will be informed of the reason(s) why the application was not funded and advice on when to reapply. Projects may be initially rejected due to financial constraints of BULSCA and may be held in a queue for funding, when money is available.

The decision by the BULSCA Committee is final and cannot be appealed.

## **7. Monitoring the Project**

On completion of the project, BULSCA will request an overview of the project to determine how successful the project was, by sending out a form for you to complete. If the project runs for over 3 months, a project monitoring form will be sent out to act as a progress report for your project.



BULSCA may send a representative to visit the project which may include talking to the people benefiting from the project. BULSCA shall provide a minimum of 2 weeks notice if a representative shall be sent to visit.

## **8. Completing the Application Form**

Please fully complete each section of the application form to ensure the BULSCA Committee has all the information required to come to a quick decision. Any sections not completed will slow the decision process.

The form may be completed electronically and sent via e-mail or can be printed and completed in BLOCK CAPITALS and sent via the post or handed to a BULSCA Committee member.

The application form needs to be clear and legible. The BULSCA Committee shall only use the information on the application form to come to a decision.

If you have any problems or questions, please contact Alan Sutherland (BULSCA Treasurer) at [treasurer@bulzca.co.uk](mailto:treasurer@bulzca.co.uk) or via phone on 07816 254 776.

All applications should be sent to:

Alan Sutherland  
C/O BULSCA  
27 Burnt House Road  
Bath  
Avon  
BA2 2AQ



## BULSCA Grant Application Form 2008/2009

Name of club or individual: .....

Please provide the contact details of the MAIN person that can be contacted about the project:

Title: ..... First Name: ..... Surname: .....

Address: .....

.....

..... Postcode: .....

Phone Number: ..... E-mail: .....

Please tell us when is the best time to phone you if needed:

.....

Are you a new club:    Yes    No                    (Circle as appropriate)

If NO, how long have you been established? .....Years

### The Project

Please tell us about the project you are requesting funding for by answer the following questions in as much detail as possible. Please continue on extra sheets of paper is needed.

What is the aim of the project?

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Who will run and manage the project?

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What activities are the users of the project going to do?

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How will the project be publicised and who will it be aimed at?

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How will you determine that the project has been successful?

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## Terms and Conditions of Receiving a Grant

1. All BULSCA Grants will be paid by cheque. The cheque will be issued with a letter of your award and will be made payable to the group or individual, as detailed in the application form.
2. Your grant must only be used for the purpose detailed in the application form. If changes are made to the project aims or activities, BULSCA must be informed and permission obtained in advance for using money for any alternative/amended project. BULSCA will do its best to accommodate any requests but cannot guarantee any change of use. If a change is not approved and the project is abandoned, BULSCA has the right to require the money not used for the original project to be returned to BULSCA.
3. If you are unable to spend all or part of the grant within 3 months, then you must inform BULSCA immediately and explain the reason(s) for the delay. If the project cannot start within a reasonable timeframe as agreed by BULSCA, BULSCA shall hold the right to request the money to be returned.
4. The monitoring form sent out by BULSCA must be completed and returned by the date specified. Any documentation relating to the spending of the grant award will be provided with the form e.g. invoices and receipts.
5. The BULSCA logo must not be used without written permission on any documentation or publication. However, BULSCA should be mentioned in any advertising or publications that the grant is used towards.
6. By accepting the grant, BULSCA may at its discretion use information about the project to publish case studies or other details relating to the project. The case studies can be made anonymous on request. It is essential that BULSCA can show how money is being spent and how it helps achieve BULSCA's aims.
7. The information received on the application form and during the project may be used to analyse and administer grants. BULSCA may provide copies to other individuals or organisations when assessing and monitoring grants. This may include external assessors and accountants.
8. Any other specific conditions for a project will be noted in the formal offer letter sent out to successful applicants.

For more information on the terms and conditions can be obtained from the Treasurer on 07816 254 776. These terms and conditions must be signed by two people who are authorised to sign on behalf of the club/project. By signing you also agree that the information provided is accurate and reliable. You are also agreeing to abide by these terms and conditions.

**Person 1**  
Full Name:  
Role:  
Contact number:  
Signature:  
Date:

**Person 2**  
Full Name:  
Role:  
Contact number:  
Signature:  
Date: